



FIRE OFFICER II

PRACTICAL SKILLS

CERTIFICATION EVALUATION PACKET

(NFPA Standard 1021, 2014 Edition)

**Department of Public Safety
Alaska Fire Standards Council
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FIRE OFFICER II PRACTICAL SKILLS JOB PERFORMANCE REQUIREMENTS CORRELATION MATRIX (NFPA 1021, 2014 EDITION)

2014 Skill Sheet	NFPA Section	Tasks	Certification JPR Requirements: 15 Mandatory Product Portfolio
	5.2	DESCRIPTION: Human Resource Management	
FOII 1	5.2.1	Human Resources Management – Corrective Action	Product Portfolio
FOII 2	5.2.2	Human Resources Management – Performance Evaluation	Product Portfolio
FOII 3	5.2.3	Human Resources Management – Professional Development Plans	Product Portfolio
	5.3	DESCRIPTION: Community and Government Relations	
FOII 4	5.3.1	Explain the benefits to the organization of cooperating	Product Portfolio
	5.4	DESCRIPTION: Administration	
FOII 5	5.4.1	Develop a policy or procedure	Product Portfolio
FOII 6	5.4.2	Develop a product or divisional budget	Product Portfolio
FOII 7	5.4.3	Describe the process of purchasing	Product Portfolio
FOII 8	5.4.4	Prepare a news release	Product Portfolio
FOII 9	5.4.5	Prepare a concise report for transmittal to a supervisor	Product Portfolio
FOII 10	5.4.6	Develop a plan to accomplish change in the organization	Product Portfolio
	5.5	DESCRIPTION: Inspection and Investigation	
FOII 11	5.5.1	Determine the point of origin and preliminary cause of a fire	Product Portfolio
	5.6	DESCRIPTION: Emergency Service Delivery	
FOII 12	5.6.1	Produce operational plans for a hazardous materials incident and another multi-unit emergency incident	Product Portfolio
FOII 13	5.6.2	Develop and conduct a post-incident analysis	Product Portfolio
FOII 14	5.6.3	Prepare a written report, given incident reporting data from the jurisdiction	Product Portfolio
	5.7	DESCRIPTION: Health and Safety	
FOII 15	5.7.1	Analyze a member's accident, injury, or health exposure history	Product Portfolio
	CERTIFICATION TEST SITE SUPPORT		
		Fire Officer I Equipment List	
		Fire Officer I Facility List	

- **Mandatory-Test Site:** Indicates a job performance requirement practical skill that must be completed at the test site during a certification examination
- **Mandatory Product Portfolio:** Indicates a job performance requirement practical skill that must be prepared locally by the candidate before the test date, evaluated and authorized by the candidate Chief Officer/Supervisor, reviewed by the Lead Instructor/Training Officer, and submitted to the AFSC Certifying Officer at the test site during a certification written examination. The *Portfolio* shall include a collection of written records and documentation organized in a manner that clearly identifies the associated job performance requirement (jpr) is addressed, such as a binder with a narrative summary cover page and supporting material for each jpr section.
- **Random-Test Site:** Indicates a job performance requirement practical skill that the AFSC shall select for completion at a test site during a certification examination.

Skill Sheet Packet Instruction

Purpose of the Skill Sheets

All skills listed in this packet are consistent with the 2014 edition of the NFPA 1021 Standard for Fire Officer Professional Qualifications. The Alaska Fire Standards Council (AFSC) provides these skill sheets as the basis for Fire Officer II testing and certification. For certification purposes, the final skill examination will consist of a series of mandatory skill stations and a selection of random skills from this packet. Before eligibility to test for Fire Officer II, a candidate must have certification as a Fire Officer I in Alaska, or, must adhere to the AFSC Testing Out of Sequence Policy listed in the [AFSC Certification Policy Manual](#) (p 14).

Description & Use

1. These skills sheets are designed for use by the Training Officer and Fire Officer II candidate. Use of this packet throughout a training program will assist in verifying candidate competency and completion of the Fire Officer II Training Record. For eligibility to complete the final certification examination, a candidate must demonstrate competency in all skills during training and satisfactorily compete all items on the Fire Officer II Training Record document.
2. This packet is designed to encompass the requisite skills for Fire Officer II and many of these skill sheets are used for final testing and certification. Accreditation Managers/Training Officers and Fire Officer II course instructors should utilize this evaluation packet during a course to prepare candidates for the certification exam. These skills sheets should be given to every Fire Officer II candidate at the beginning of a training course and used throughout the course for ongoing evaluation by the instructor. For a candidate's final skills evaluation, she or he must successfully perform each selected skill while being evaluated on performance competency by an AFSC examination representative.
3. The final skills examination will consist of skills selected from this packet. This packet contains a list of all skills that are used for the final examination.
4. The completion of the Fire Officer II Training Record establishes a candidate's eligibility to test. This document must be fully completed and signed by the Accreditation Manager/Training Officer or designee for each candidate before a candidate can begin the final skills examination. The Fire Officer II Training Record and the practical skills evaluation sheets shall become a permanent part of the candidate's local training record, and this information shall be kept on file in accordance with local fire department procedures.

Grading Criteria

- a. The AFSC will use Certifying Officers and Fire Officer Committee members to review candidate product portfolio packets.
- b. Fire Officer II candidates will use information in the skill sheet to prepare the materials that address job performance requirements in an organized packet.
- c. The AFSC will evaluate candidate packets against the national standard for this level of certification.

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Artificialities of Training and Testing

Training and testing for this level of certification can only approximate the job activities of a Fire Officer II. There are certain artificialities to training and testing that the candidate must be able to adapt to. Candidates must be aware that actual fireground or administrative situations cannot be completely duplicated during final examination reviews. For the best possible outcome during final skills examination, Fire Officer II instructors must prepare the candidates to competently perform the skills listed in this packet throughout a training course.

Final Product Portfolio Evaluation

The AFSC Certifying Officer shall verify completion of the final product portfolio packet for candidate eligibility to initiate certification testing. Packets are evaluated at the AFSC administrative office within 30-days of the initiation of the certification examination.

Prerequisite Certification Requirements

For eligibility to certify at the Fire Officer II level, candidate must have the following:

- AFSC Fire Officer I Certification

Fire Officer II Written Material References

- a. NFPA 1021 Standard for Professional Firefighter Qualifications, 2014 edition
- b. Text (any one of the following)
 - IFSTA, *Fire and Emergency Services Company Officer*, 4th Edition
 - Jones and Bartlett, *Fire Officer principle and Practice*, 3rd Edition

Fire Officer II Practical Skills Evaluation References

- a. NFPA 1021 Standard for Fire Officer Professional Qualifications, 2014 edition, Chapter 5
- b. Fire Officer II Practical Skills Evaluation Sheets (*this packet*)

Final Examination Steps

- a. *Fire Officer II Training Record review (*this must be completed and signed off by the **Training Program Manager/Training Officer or designee** prior to the final examination and reviewed by the Lead Instructor/Training Program Manager/Training Officer to ensure all elements are complete.*)
- b. Certifying Officer reviews and signs candidate Application for Certification
- c. Candidate completes the written examination administered by the CO
- d. Candidate submits the mandatory final product portfolio for evaluation through the AFSC administrative office.
- e. AFSC Administration selects Evaluators to review completed products and records results on the [Practical Examination Reporting Form](#) (PERF).
- f. The AFSC forwards results to the designated Training Program Manager/Training Officer or designee.
- g. AFSC Fire Officer II certificate is issued upon successful completion of the written and practical exam (*within approximately 30 days of test date*)

**Note: The candidate's completed Training Record and signed Final Examination skill sheets shall be kept on file in accordance with local fire department procedures.*

Fire Officer II Final Practical Product

Objectives: The candidate shall complete all task steps on the final product in correlation with the practical job performance requirements within NFPA 1021.

Evaluator Instructions: Evaluate the product for all parts. Each part has a point value. Award points according to listed criteria. Include written comments when possible (see next page).

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Candidate Instructions: Ensure all product parts are typed and provide an appropriate number of copies for the Course Instructors/Evaluators to review during a final presentation of your finished product.

Presentation of the final product should follow standard instructional/informational format.

1. Section 5.2: Human Resources Management

- a. Completed Professional Development Program (5.2.1 FOII-1)
- b. Completed Performance Evaluation (5.2.2, FOII-2)
- c. Completed Performance Evaluation (5.2.3, FOII-3)

2. Section 5.3: Community and Government Relations

- a. Listing of current interagency partnerships (5.3.1, FOII-4)

3. Section 5.4: Administrative

- a. Develop a policy or procedure addressing an organizational issue (5.4.1, FOII-5)
- b. Develop a product or division budget (5.4.2, FOII-6)
- c. Complete a purchase request (5.4.3, FOII-7)
- d. Prepare a press release (5.4.4, FOII-8)
- e. Prepare a detailed, concise report for a supervisor consolidating a complex issue (5.4.5, FOII-9)
- f. Develop a plan to accomplish change in the organization to include: (5.4.6, FOII-10)

4. Section 5.5: Inspection and Investigation

- a. Provide an origin and cause investigation report. (5.5.1, FOII-11)

5. Section 5.6: Emergency Services Delivery

- a. Produce operational plans for a hazardous materials incident and another multi-unit emergency incident (5.6.1, FOII 12)
- b. Develop and conduct a post-incident analysis (5.6.2, FOII, 13)
- c. Prepare a written report, given incident reporting data from the jurisdiction (5.6.3 FOII 14)

6. Section 5.7: Health and Safety

- a. Analyze a member's accident, injury, or health exposure history (5.7.1, FOII 15)

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOII- 1](#)

STANDARD: NFPA 1021: 5.2.1	SKILL AREA: Human Resources Management – Corrective Action
TASK: The candidate shall initiate action to maximize member performance and /or correct unacceptable performance, given human resources policies and procedures, so that member and/or unit performance improves, or the issue is referred to the next level of supervision.	
PERFORMANCE OUTCOME: The candidate shall be able to communicate orally and in writing to solve problems, to increase teamwork, and council members.	
EQUIPMENT/ MATERIALS: Job description(s), Applicable human resource policies, personnel records/ forms, paper, pen/pencil or computer	
CONDITIONS: Given an actual or simulated performance scenario and applicable human resource policies with members acting as subordinate firefighter(s) the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify and adequately describe the nature of the problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Clearly explain the level of performance expected from the member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Explain the performance that is not meeting expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Develop appropriate action(s) to correct the unacceptable performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Explain the corrective action to the member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Take action in compliance with applicable human resource policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Complete a written report to document the problem and the action taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ensures the action taken addresses the improvement in member/unit performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Refer issue to the next level of supervision (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

THE CANDIDATE SHALL COMPLETE THE PRODUCT BASED SKILL REQUIREMENT AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- THIS PROJECT REQUIRES CHIEF OFFICER SIGNATURE BELOW

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

_____ <i>Chief Officer Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>	<u>Overall Skill Sheet Result:</u> Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>
_____ <i>Certifying Officer Signature</i>	_____ <i>Date</i>		

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOII- 2](#)

STANDARD: NFPA 1021: 5.2.2	SKILL AREA: Human Resources Management – Performance Evaluations
TASK: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.	
PERFORMANCE OUTCOME: The candidate shall be able to evaluate the performance of assigned members and communicate verbally and in writing	
EQUIPMENT/ MATERIALS: Job description(s), human resource policies, personnel records/forms, paper/pen or computer	
CONDITIONS: Given an actual or simulated records and evaluation forms and a member who will act as the subordinate member the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Gather all available performance information prior to evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Evaluate each assigned member's performance accurately according to the available information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Communicate the performance appraisal rating assessment in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicate the performance appraisal assessments in a clear, concise and understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Conduct a performance evaluation interview using an available job description while maintaining the member's privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Documentation is utilized to support evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Develop a written performance improvement plan to enhance or further develop member performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Process/submit performance appraisal report(s) in accordance with applicable human resource policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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_____ <i>Certifying Officer Signature</i>		_____ <i>Date</i>	

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOI- 3](#)

STANDARD: NFPA 1021: 5.2.3	SKILL AREA: Human Resource Management – Professional Development Plans
TASK: Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills and abilities to be eligible for the examination for the position.	
PERFORMANCE OUTCOME: The candidate shall be able to create a professional development plan for a department member and communicate that plan verbally and in writing.	
EQUIPMENT/ MATERIALS: Job description(s), human resource policies, personnel records/forms, paper/pen or computer	
CONDITIONS: Given actual or simulated personnel records and required requirements for a position, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Gather all available information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Evaluate the member's current job knowledge, skills, and abilities (KSA) and compare them to the KSA required for the proposed position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Create a professional development plan that includes developing the knowledge, skills, and abilities (KSA) of the desired position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicate the plan to the member in a clear, concise, understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Conduct the meeting with the member while maintaining the member's privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Ensure the development plan is in accordance with the applicable human resources policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Plan shall include timelines, benchmarks, mentoring and job shadowing guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		<i>Date</i>

<p style="text-align: center;"><u>Overall Skill Sheet Result:</u></p> <p style="text-align: center;"> Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/> </p>

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOI-4](#)

STANDARD: NFPA 1021: 5.3.1	SKILL AREA: Community and Government Relations
TASK: Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.	
PERFORMANCE OUTCOME: The candidate shall be able explain the benefits to the organization for establishing external agency relationships to resolve problems or issues, relate interpersonally, and communicate verbally and in writing.	
EQUIPMENT/ MATERIALS: Organizational mission and goals document, department policies and procedures applicable to the scenario, paper/pen or computer	
CONDITIONS: Given the specific goals of an actual or simulated problem or issue in the community, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Gather all available information prior to evaluating the problem or issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify the specific problem or issue accurately according to the available information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Develop and proposed solution to the problem or issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicate the need for establishing external agency relationships in a clear, concise, understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Describe the benefits to the organization of cooperating with allied organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Produce a document free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensure proposed solution is in accordance with applicable department policies, procedures, mission, and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Describe the costs and benefits of the proposed program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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_____ <i>Chief Officer Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>	<p style="text-align: center;"><u>Overall Skill Sheet Result:</u></p> <p style="text-align: center; font-size: 1.2em;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
_____ <i>Certifying Officer Signature</i>		_____ <i>Date</i>	

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOI-5](#)

STANDARD: NFPA 1021: 5.4.1	SKILL AREA: Administration – Policy Development
TASK: Develop a policy or procedure, given an assignment, so that he recommended policy or procedure identifies the problem and proposes a solution	
PERFORMANCE OUTCOME: The candidate shall be able to develop a policy or procedure, communicate in writing and propose solution(s) to identified problems	
EQUIPMENT/ MATERIALS: Organizational mission and goals document, department policies and procedures applicable to the problem presented, paper/pen or computer	
CONDITIONS: Given the specific goals of an actual or simulated problem or issue in the department, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Correctly identify the problem / issue to be addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Establish the need for a policy or procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Develop a proposed solution to accomplish the identified change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicate the needed change(s) and/or solutions in writing in the form of a policy or procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Utilize an established, effective format to create the policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Produce a document free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensure proposed solution is in accordance with applicable department policies, procedures, mission, and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Describe the costs and benefits of the proposed policy change (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

THE CANDIDATE SHALL COMPLETE THE PRODUCT BASED SKILL REQUIREMENT AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- THIS PROJECT REQUIRES CHIEF OFFICER SIGNATURE BELOW

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		<i>Date</i>

<p style="text-align: center;"><u>Overall Skill Sheet Result:</u></p> <p style="text-align: center; font-size: 1.2em;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
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AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOI-6](#)

STANDARD: NFPA 1021: 5.4.2	SKILL AREA: Administration – Budget Management
TASK: Develop a product or divisional budget, given schedules and guidelines concerning its preparation, so that capitol, operating and personnel costs are determined and justified	
PERFORMANCE OUTCOME: The candidate shall be able to allocate finances, relate interpersonally and communicate verbally and in writing	
EQUIPMENT/ MATERIALS: Organizational/ project mission and goals document, department policies and procedures applicable to the project presented, applicable sample budget including the requisite information, paper/pen or computer	
CONDITIONS: Given schedules and guidelines concerning the preparation of a product or division budget, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Develop a product or divisional written budget request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Prepare the product or divisional written budget request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Justify the need for the budget request with supporting data and cost / benefit analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Determine / suggest source revenue to support the request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Prepare a written request that is clear, concise, understandable and free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Ensure the request / proposal abides by the applicable policies, procedures and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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_____ <i>Chief Officer Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Certifying Officer Signature</i>	_____ <i>Date</i>	

Overall Skill Sheet Result:

Pass (P): ☐ **Fail (F):** ☐

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOII-7](#)

STANDARD: NFPA 1021: 5.4.3	SKILL AREA: Administration – Purchasing Procedure
TASK: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local government laws and regulations.	
PERFORMANCE OUTCOME: The candidate shall be able to describe the process of purchasing, use evaluative methods, and communicate information applicable to the purchase verbally and in writing.	
EQUIPMENT/ MATERIALS: Organizational/ project mission and goals document, department policies and procedures applicable to the project presented, applicable sample budget including the requisite information, paper/pen or computer	
CONDITIONS: Given established specifications for equipment or services acquisition, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Determine funds available and the source of funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Create bid specifications based on a use evaluation / needs analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Evaluate Certified bid proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Score the bid proposal according to established procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Award a purchase contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Prepare a written description of the purchase that is clear, concise, understandable, and free of spelling / grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Effectively communicate the purchase information verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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<i>Certifying Officer Signature</i>	<i>Signature</i>	<i>Date</i>	

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOI-8](#)

STANDARD: NFPA 1021: 5.4.4	SKILL AREA: Administration – News Release
TASK: Prepare and news release, given an event or topic, so that the information is accurate and formatted correctly.	
PERFORMANCE OUTCOME: The candidate shall be able to write a news release communicating the desired information both verbally and in writing	
EQUIPMENT/ MATERIALS: Applicable policies and guidelines for the proposed release, paper, pen/pencil or computer	
CONDITIONS: Given an actual or simulated event or topic scenario, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Gather applicable information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Prepare a written news release according to an accepted standard, policy or procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Format the release according to accepted standard, policy or procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Produce a document free of spelling /grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Effectively communicate information verbally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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_____ <i>Certifying Officer Signature</i>		_____ <i>Date</i>	

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOII-9](#)

STANDARD: NFPA 1021: 5.4.5	SKILL AREA: Administration – Data Management
TASK: Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.	
PERFORMANCE OUTCOME: The candidate shall be able to communicate analysis results and answer information requests verbally and in writing.	
EQUIPMENT/ MATERIALS: Actual or simulated fire department data, paper, pen/pencil or computer	
CONDITIONS: Given actual or simulated fire department records / data and a specific request for details such as trends, variances, or other related topics, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Correctly assess and interpret data from given sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Create a clear and concise written report for transmittal to supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Use appropriate and accepted forms and format to process information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Include supporting statistical data and/or analysis to quantify interpretations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Prepare a written document that is clear, concise, understandable and free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Directly answer the request for information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOI- 10](#)

STANDARD: NFPA 1021: 5.4.6	SKILL AREA: Administrative – Change Management
TASK: Develop a plan to accomplish change in the organization, given an agency's change of policy and procedures, so that effective change is implemented in a positive manner.	
PERFORMANCE OUTCOME: The candidate shall be able to develop a plan for organizational change, to communicate the need for change, and the process of change both verbally and in writing.	
EQUIPMENT/ MATERIALS: Actual or model organizational policies, directive to alter/adjust policy and implement change, paper, pen/pencil or computer	
CONDITIONS: Given an actual or simulated change in policy, the candidate shall demonstrate the following:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Evaluate the change to determine the valid reasons for change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Open lines of communication to involve members in the change process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Establish a means for collecting members ideas and input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identify potential obstacles to change and identify possible solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Produce a written document free of spelling or grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOII- 11](#)

STANDARD: NFPA 1021: 5.5.1	GENERAL SKILL: Inspection and Investigation
TASK: Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches to determine if arson is suspected so that law enforcement action is taken.	
PERFORMANCE OUTCOME: The candidate shall be able to utilize deductive skills; apply knowledge of fire behavior, fire growth and development; communicate findings form origin and cause investigation verbally and in writing	
EQUIPMENT/ MATERIALS: Simulated fire scene, photographs, diagrams, pertinent data or sketches, paper, pen/pencil or a computer	
CONDITIONS: Given an actual or simulated fire scene photographs, diagrams, pertinent data or sketches, the candidate shall demonstrate the following:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Utilizes all information available to evaluate the incident and fire scene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Uses a systematic approach to evaluate the scene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Applies deductive reasoning and knowledge of fire behavior and fire spread to evaluate evidence left by the fire to determine an area of likely origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Applies deductive reasoning and knowledge of fire behavior and fire spread to evaluate evidence left by the fire to determine a suspected cause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Ensure the scene and findings are effectively documented in the form of a written document free of spelling / grammatical errors with accompanying photographs as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Ensure all evidence is protected and appropriate custody maintained through the investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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_____ <i>Certifying Officer Signature</i>		_____ <i>Date</i>	

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOII- 12](#)

STANDARD: NFPA 1021: 5.6.1	SKILL AREA: Emergency Services Delivery – Operational Plans on Multi-unit Incidents
TASK: Produce operational plans, given an emergency incident requiring multi-unit operation, the current edition of NFPA 1600 and AHJ – approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident	
PERFORMANCE OUTCOME: The candidate shall be able to implement the incident management system, be able to communicate verbally, to supervise and account for personnel under emergency conditions during multi-unit operations and to serve in command staff and unit supervisor positions within the Incident Management System.	
EQUIPMENT/ MATERIALS: Prepared incident scenario, radio communications, members to participate as “units” during the simulation, scene photos/simulations	
CONDITIONS: Given actual or simulated incident information / photos and a basic response compliment, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Implement the incident management system appropriate to the incidents complexity and management needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Develop an incident action plan that accounts for incident priorities and establishes strategic objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identify resource requirements for successful control of the incident and requests additional resources as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicate incident assignments in a clear, concise and understandable manner constant with applicable operational guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Address incident safety needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Implement personnel accountability system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Supervise personnel in a safe, efficient, and effective manner under emergency conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Account for assigned personnel and their activities while operating under emergency conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>	<div style="border: 1px solid black; padding: 10px;"> <p><u>Overall Skill Sheet Result:</u></p> <p>Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p> </div>
<i>Certifying Officer Signature</i>	<i>Date</i>		

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOII-13](#)

STANDARD: NFPA 1021: 5.6.2	SKILL AREA: Emergency Services Delivery – Post Incident Analysis
TASK: Develop and conduct a post incident analysis, given multi-unit incident and post incident analysis policies, procedures and forms so that all required critical elements are identified, communicated, and the approved forms area completed /processed.	
PERFORMANCE OUTCOME: The candidate shall be able to develop and conduct a post-incident analysis, evaluate, communicate analysis outcomes verbally and in written reports	
EQUIPMENT/ MATERIALS: Applicable policies, procedures and forms; prepared incident scenario to be evaluated, paper, pen/ pencil or computer	
CONDITIONS: Given a multi-unit incident and post incident policies, procedures and forms; the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Gather information form the multi-unit incident /scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Analyze applicable policies, procedures, guidelines, and forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identify critical elements of the post-incident analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Conduct the post incident analysis effectively ensuring the process is kept positive and nonthreatening while addressing all of the necessary issues, priorities and safety considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Ensure the incident actions and post incident analysis are in compliance with applicable policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Complete applicable forms and reports without spelling or grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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_____ <i>Certifying Officer Signature</i>		_____ <i>Date</i>	

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOII- 14](#)

STANDARD: NFPA 1021: 5.6.3	SKILL AREA: Emergency Service Delivery – Incident Response Data Analysis
TASK: Prepare a written report, given incident reporting data from the jurisdiction, so major causes for service demands are identified for various planning areas within the service area of the organization	
PERFORMANCE OUTCOME: The candidate shall be able to prepare a written report that is clearly written, interpret data to correctly identify trends and service demand reasoning	
EQUIPMENT/ MATERIALS: Actual or prepared incident response data from a jurisdiction, paper, pen/pencil or computer.	
CONDITIONS: Given incident response and reporting data from a jurisdiction, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Review the incident response data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Determine areas of increased or concentrated service demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Extrapolate the cause of increased or concentrated service demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Prepare a written report without spelling or grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Effectively communicate the elements of the report to senior officers verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

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Overall Skill Sheet Result:

Pass (P): ☐ Fail (F): ☐

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOI-15](#)

STANDARD: NFPA 1021: 5.7.1	SKILL AREA: Health and Safety – Accident, Injury or Health Exposure Analysis
TASK: Analyze a member's accident, injury or health exposure history given a case study, so that a report including action taken and recommendation made is prepared for a supervisor.	
PERFORMANCE OUTCOME: The candidate shall be able to interpret information from accident, injury, or health exposure to determine the likely cause and preventability and also communicate those findings in written form to a supervisor	
EQUIPMENT/ MATERIALS: Prepared or actual case study to examine, applicable policies, procedures and guidelines, paper, pen/pencil or computer	
CONDITIONS: Given a prepared or actual case study or a firefighter accident, injury or health exposure; the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Analyze accident, injury, occupational illness or death reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify contributing factors to the incident(s) including unsafe work environment and/or behaviors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identify root cause to the incident(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Prepare a written report, free of spelling and grammatical errors, including all of the identified contributing factors and root cause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Present the report to supervisors including detailed recommendations for further action to prevent reoccurrence of similar events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO/Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

THE CANDIDATE SHALL COMPLETE THE PRODUCT BASED SKILL REQUIREMENT AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- THIS PROJECT REQUIRES CHIEF OFFICER SIGNATURE BELOW

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

_____ <i>Chief Officer Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>	<p style="text-align: center;"><u>Overall Skill Sheet Result:</u></p> <p style="text-align: center; font-size: 1.2em;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
_____ <i>Certifying Officer Signature</i>		_____ <i>Date</i>	

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

FIRE OFFICER II PRACTICAL SKILLS JOB PERFORMANCE REQUIREMENTS (NFPA 1021, 2014 EDITION)		
Skill Sheet #	Tasks	Initial Certification JPR Requirement: Course Completion / Product Portfolio
	Human Resource Management	
<u>FOII 1</u>	Human Resources Management – Corrective Action	Product Portfolio
<u>FOII 2</u>	Human Resources Management – Performance Evaluation	Product Portfolio
<u>FOII 3</u>	Human Resources Management – Professional Development Plans	Product Portfolio
	Community and Government Relations	
<u>FOII 4</u>	Community and Government Relations	Product Portfolio
	Administrative	
<u>FOII 5</u>	Admin – Policy Development	Product Portfolio
<u>FOII 6</u>	Admin – Budget Management	Product Portfolio
<u>FOII 7</u>	Admin – Purchasing Procedure	Product Portfolio
<u>FOII 8</u>	Admin – News Release	Product Portfolio
<u>FOII 9</u>	Admin – Data Management	Product Portfolio
<u>FOII 10</u>	Admin – Change Management	Product Portfolio
	Inspection and Investigation	
<u>FOII 11</u>	Inspection and Investigation	Product Portfolio
	Emergency Services Delivery	
<u>FOII 12</u>	Emergency Services Delivery – Operational Plans on Multi-Company Incidents	Course Completion
<u>FOII 13</u>	Emergency Services Delivery – Post Incident Analysis	Product Portfolio
<u>FOII 14</u>	Emergency Services Delivery – Incident Response Data Analysis	Product Portfolio
	Health and Safety	
<u>FOII 15</u>	Health and Safety – Accident, Injury or Heath Exposure Analysis	Product Portfolio

AFSC FIRE OFFICER II PRACTICAL SKILLS EVALUATION PACKET

FIRE OFFICER II REQUIRED EQUIPMENT			Related Skill Sheet(s)
<input type="checkbox"/>	1	AHJ forms/reports (including budget request forms, preplan forms, other special reports)	All
<input type="checkbox"/>	2	Appropriate personnel protective equipment	All
<input type="checkbox"/>	3	Department/Organization Job Position Description(s) and Human Resource Policy	2,3
<input type="checkbox"/>	4	Department/Organization evaluation forms	2
<input type="checkbox"/>	5	Department/Organization mission and goals statement	4,5
<input type="checkbox"/>	6	<i>NEPA 1021: Standard for Fire Officer Professional Qualifications, 2014 edition</i>	All
<input type="checkbox"/>	7	<i>NEPA 1500: Standards on Occupational Safety and Health Program</i>	All
<input type="checkbox"/>	8	Notebook/clipboard or computer	1-20
<input type="checkbox"/>	9	Photographic equipment	11
<input type="checkbox"/>	10	Radio unit	12
<input type="checkbox"/>	11	Records management system	All
<input type="checkbox"/>	12	Photographic equipment	11
<input type="checkbox"/>	13	Standard Operating Procedures (SOP)/Standard Operating Guidelines (SOG)	All
<input type="checkbox"/>			

FIRE OFFICER II REQUIRED FACILITY			Related Skill Sheet(s)
<input type="checkbox"/>	1	Classroom	All
<input type="checkbox"/>	2	Office or administrative work space	All
<input type="checkbox"/>	3	Simulated fire scene	11
<input type="checkbox"/>			

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